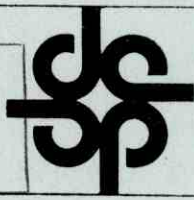


DOUGLAS COLLEGE
ARCHIVES



The
Mad Hatter
A Douglas College Newsletter

April 24, 1985

VICTORY!

DOUGLAS COLLEGE
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This proud crowd swept all other contenders off their feet in the Douglas College Curling Spiel held on March 25 & 28 and April 1 & 4. Winners (from left to right) Marsh Price, Betty Lou Hayes, Gert Van Niekerk, Margaret Zucht and Glen Ellingson. Congratulations team!!

Educational Leave

I am pleased to advise that the following faculty have been granted educational leave.

Rita Chudnovsky: 1 September, 1985 - 31 August, 1986.

Rita will be looking into community economic development as it relates to education and job creation.

Betty Emery: 1 September, 1985 - 31 August, 1986.

Betty will be spending her time in the area of gerontology.

Marian Hill: 1 January - 31 May, 1986

Marian will be looking into recent developments in office systems as a result of changing technology, with a view to implementation in the Douglas program.

Bill Day

Special Thanks

The Vancouver Neurological Centre received word today that we were the recipients of designated donations made by some of your employees during the Fall United Way Campaign.

We are most grateful for this generosity as it goes a long way to ensure the continuation of our service levels to the neurologically disabled of British Columbia.

It is particularly significant that in these hard times, that have affected us all, the United Way of the Lower Mainland surpassed its goal for the first time in history. It is truly an example of people, and one in which we can take exceptional pride.

Please extend our heartfelt thanks to your employees and ensure them that their donations will be put to effective use.

Yours truly,

J. McCarthy
Development Officer
Vancouver Neurological Society
April 12, 1985

Douglas College Requires a Community Programmer

The successful candidate will have experience in planning and implementing non-credit continuing education courses and programs in two general fields:

- A) For social service practitioners (including Home Support and Child Care Workers. Early Childhood Education, Mental Retardation Workers, among others).
- B) For Adult Special Education and Student Services related activities including Career Exploration, Job Search Skills and Personal growth.

Knowledge of the Douglas College region is required. The incumbents will have extensive experience in community programming - including community needs and designing, implementing and evaluating courses and programs.

For specific details please contact the Dean of Community Programs and Services at 520-5400, local 4905.

This is a full-time position of one year duration.

To All Personnel

I was asked to address the Greater Coquitlam Volunteer Bureau on Tuesday, April 16, on the occasion of their annual banquet celebrating community volunteers.

200 people were there, composed of staff and volunteers of about 30 agencies, plus 4 Mayors and an MLA. Staff, faculty, and volunteers from the Douglas College I CARE Program were in attendance, and during the course of the evening, warm tribute was paid to the college's cooperation with a number of agencies in offering community education programs, as well as to the calibre of our Community Social Service Worker Program.

cont...

During the course of my address, I asked for a show of hands from those in the room who had had some working connection with the college - either as a formal or informal student, a credit or non-credit instructor, or as somebody who had worked with college personnel on a project. I had expected that a very large number of hands would go up. Close to 100% of the hands in the room went up. Needless to say, there was a roar of laughter, and delivering the remainder of my address was a very easy task.

This was one of the many occasions during which I felt proud to have the privilege of being President of Douglas College, and I would like once again to pay tribute to all of those whose collective work over the years has resulted in such an impact on our region.

Bill Day

Summer School

Information regarding an Academic Summer School has been released by the Student Society of the College. This Summer School has been planned by the Student Society as a form of protest against government cut backs in education. It is not part of the official course offerings of the College.

Should the Student Society proceed with its plans, the College will not be providing any admissions or registration services. The College will not be assigning any credits for courses completed nor will it be keeping any records for students who choose to attend.

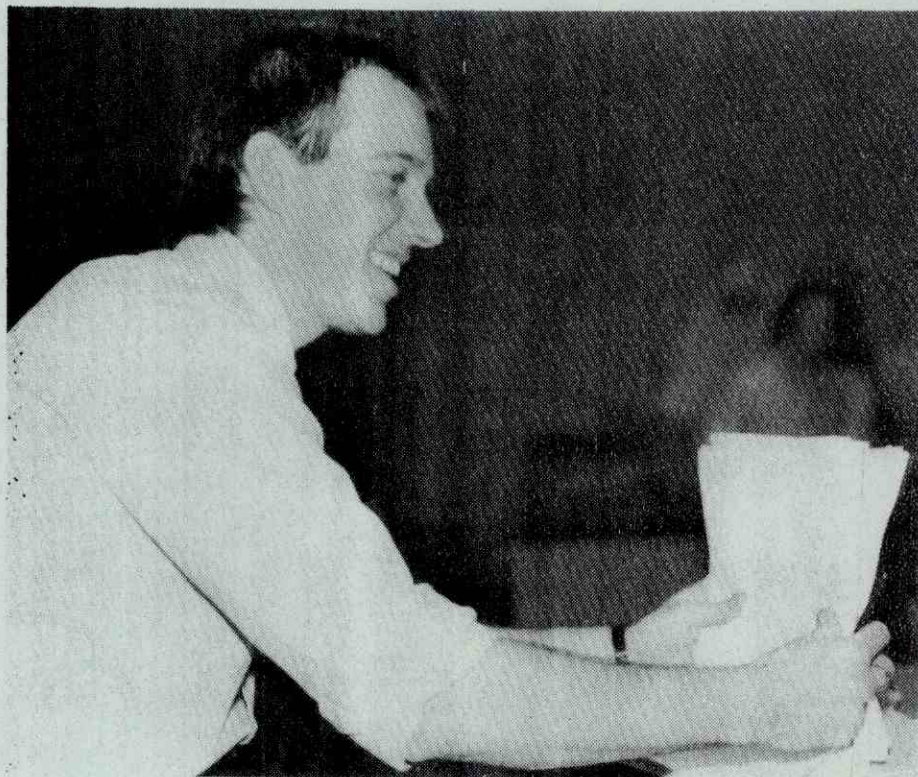
Anyone who enquires should be referred to the Society for further information on what they propose. (Phone: 522-6038)

Gerry DellaMattia

PHOTO OF THE WEEK

DREW YOUNG

Managing Director
of Theatre



Women's Centre Workshop

Building Self-Esteem and Confidence for Women

Have you been feeling lately that you really want to develop a more positive self-image?

This workshop is designed to assist participants to examine and recognize both internal and external factors that are influencing self-esteem and levels of confidence. Practical alternatives to self-defeating attitudes and behaviours will be discussed in an effort to assist participants to enhance self-esteem and build personal confidence.

DATES: Thursday, April 25, 1985
 Thursday, May 2, 1985

SESSIONS: 2

TIME: 1200 - 1400 hours

ROOM: 2804

WORKSHOP

LEADER: Susan Meshwork, Counsellor
 Douglas College

Please pre-register with the Student Services receptionist in room 2760 or call 520-5486.

Studio Sale

of Fashion Handknits by Local Designer

Sunday, April 28, 1985

1500 hours

For more information and directions phone Judy at 531-3175 or Local 3225.

To Douglas College Employees

On behalf of the Coquitlam SHARE Society, I would like to acknowledge and thank the employees who made a donation to us, through the United Way campaign.

Their contribution will be used to assist such programs as residences for adolescents, children and family counselling, employment training, 24-hour crisis line, food bank and community outreach programs.

Once again, thank you for supporting the Coquitlam SHARE Society.

Sincerely,

Darrell Burnham
Executive Director
Coquitlam SHARE Society
April 9, 1985

Summer Hours

Office of the Registrar

1000 to 1600 hours

Monday to Friday

Effective April 26 to August 16, 1985

Annual Chamber Day Display

The New Westminster Chamber of Commerce invites the public to attend its Annual Chamber Day Display:

Date: April 27 (Saturday)

Place: Westminster Mall (550 - 6th St)

Time: 0930 - 1730 hours

This is an opportunity to see current events and issues being dealt with by the Chamber and the community.

Displays include ALRT Parkway Project, New Westminster Schools, Douglas College and Committees of the Chamber

Contact: Pat Runge (521-7781)
 New Westminster Chamber of
 Commerce

Date: April 17, 1985

To: All Douglas College Staff
From: Personnel Development Committee
Re: Staff P. D. Day

DOUGLAS COLLEGE
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The Staff P. D. Committee (Lorraine Cotter and Brenda Jack) would like to remind all Staff that Staff P. D. Day is Wednesday, May 15. Below is a schedule of workshops that will be offered. Please note that there is a separate C.P.R. Heartsaver workshop on Monday, May 13. Please preregister for workshops by contacting Brenda Jack at Loc 2606. PREREGISTRATION WILL TAKE PLACE DURING THE WEEK OF APRIL 29 - MAY 3 ONLY.

MAY 13 12:30 - 4:30 C.P.R. HEARTSAVER presented by Gerry Murphy
(Minimum of 10 participants required to a maximum of 20)
Please preregister through C.P.S.

May 15 8:30 - 8:55 Coffee, Tea, Muffins, Juice Rm: 2847 (Lounge)

9:00 - 11:30 CHANGING ROLES IN THE OFFICE Rm: 1812

Presented by Barb Hurst

A discussion on changes in today's office will focus on the direction and impact of technology - its introduction, implementation, uses and more.

Adapting to today's office can mean new and changing skills. Identifying, coping and dealing with change is an important factor in job satisfaction and career growth.

Structure

9:00 - 9:45 Office Technologies Overview
9:45 - 10:15 Video "It's Not for the Money"
10:15 - 10:30 Break
10:30 - 11:00 Organization and Goal Setting
11:00 - 11:30 Dealing with Change - Keeping a Positive Mental Attitude

9:00 - 11:30 PERSONAL FINANCES Rm: 2804
Presented by Jim Sator
Limited to 20 participants
Pre-registration required
Content TBA

9:00 - 11:30 STRESS MANAGEMENT Rm: 3406
Presented by Beth Morris
Limited to 25 participants
Pre-registration required
Content TBA

STAFF P.D. DAY SCHEDULE CONTINUED:

L U N C H 11:30 - 1:00

1:00 - 4:15 GETTING WHAT YOU WANT FROM WORK WITHOUT CHANGING JOBS
Rm: 1812

Presented by Phyllis Mabbett, M.A., R.N., Communications
Consultant

This seminar, presented by Positive Energy Programs, is designed to give you new approaches to work life demands.

Do you often leave work drained and discouraged?

Do you find your job dull and unsatisfying?

We have noticed that many people have difficulty maintaining energy and enthusiasm at work. As a result, they begin to feel trapped in their jobs and despondent at home. Attempts to resolve these feelings through external changes bring little relief. Within a short time, feelings of dissatisfaction occur.

A few people naturally maintain high energy levels in their work. We have identified their strategies and based our programs on them. Through the information and experiences presented in our programs you will learn how to:

- process external influences positively
- eliminate energy drains
- produce more personal power

Our techniques focus on internal change. They produce a renewal of enthusiasm, optimism and energy. In each session you will experience a new way of relating to your present circumstances. Strategies for improving group morale and personal job satisfaction will also be presented.

1:00 - 3:30 CHOOSING A PERSONAL COMPUTER Rm: 4833
3:30 - 4:30(Lab) Presented by John Blackwell
Limited to 40 participants
Preregistration required
(Content TBA)

Please note that a 15 minute coffee break will be scheduled into the afternoon workshops at the discretion of the workshop leader.

If you have any questions or comments please contact Lorraine Cotter, Loc 2763 or Brenda Jack, Loc 2606.

Hope to see everyone participate!

Date: April 18, 1985.

To: DOUGLAS COLLEGE BOARD
From: W. L. DAY
Re: PRESIDENT'S REPORT

DOUGLAS COLLEGE
ARCHIVES

A. External Matters - Municipal

We are still awaiting word from the New Westminster City regarding the draft agreement on use of City parkland for College purposes. While work has been completed at the staff level, it is my understanding that the City Fathers are still examining the matter in committee.

On Tuesday, April 16th, the Greater Coquitlam Volunteer Bureau had its annual meeting to honour community volunteers. The dinner involved 200 people, at which Douglas College was well represented by faculty, staff and community volunteers from the I CARE program. Douglas College was referred to warmly on a number of occasions during the evening.

I have been asked to continue in my position on the Board of Directors of the Downtown New Westminster Association for another year, and I have accepted.

B. External Matters - Education

The Council of Principals had its regular meeting two weeks ago. It is clear that there is an increasing volume of consultation and communication with Ministry officials in regard to College/Institute affairs, and that the Council of Principals is a significant vehicle of communication with the Ministry, and with the B.C. Association of Colleges. Having survived four years in my present position, it seems that it is my turn to assume responsibility as Chairman of the Council of Principals for the next year. My duties commence this month.

On March 29, I visited an interesting experiment in job-finding education going on at Vancouver Vocational Institute, using among other things, computer-aided instruction and a counselling/instruction team. Dr. DellaMattia is following up my visit.

On April 1 and 18, Jim Sator, Randi Duke, Terry Clement, and I met with Mr. Bill Miller and colleagues of the Ministry of Industry and Small Business, with reference to the Curriculum Development Contract that we have received from that Ministry. In this regard, Messrs. Sator and Clement made a 3-day visit to Oregon last week, to examine the operations and curriculum of small business development centres in community colleges in that State.

Last Week, I attended the Open House of the MTC Business School, and following that, met with Mr. Bob McLelland, Minister of Industry & Small Business, with regard to economic development plans for the region.

I have attended several meetings of the Public Information Committee of the B.C.A.C., as the Council of Principal's representative. Work is continuing on a co-operative information and publicity program for next school year.

C. Internal Matters - Education

Long-range Planning activities are continuing. The Governance Review Committee is nearing the end of its activities, and I expect to have a report tabled with me before the next meeting of the Douglas College Board. A summary report will be made at that time.

Two weeks ago, Mr. Cliff Murnane and I attended a meeting with the Minister of Education, at which time the Colleges and Institutes of the province received complete information on the government's intentions regarding budget for the next year. Mr. Murnane may make further comment in this regard. The senior administration and the three associations have been briefed completely, and I believe that by now, most College personnel have specific information available to them.

1985 is Douglas College's year for the mandated internal self-study, and visit by an external evaluation team. Work is now in progress in setting up a structure to manage this process. Dr. Bertram Wales, founding President of Vancouver Community College, is being contracted with to assist the College in managing the process.

D. Internal Matters - Personnel

On March 29th, I met with Excluded Personnel to discuss matters relating to complaints against administrators, and professional development regulations. In due course, proposed regulations will be brought forward to the Board by me.

E. Internal Matters - General

The Gala Evening was a success in every sense of the word. Well over 300 tickets were sold, about 270 people attended the dinner and the Theatre Evening, and I understand that approximately \$3,000 was netted for the Student Trust.

Informal reaction from community people with whom I have spoken has been enthusiastic.

"Our Town" had an aggregate attendance of approximately 1300 - an excellent finish to an active Theatre year.

BUREAUCRACY AND CULTURE

Fourth International Conference on the
Comparative, Historical and Critical Analysis of Bureaucracy

September 2 - 6, 1985
Simon Fraser University
Burnaby, British Columbia, Canada

DOUGLAS COLLEGE
ARCHIVES

The Simon Fraser University Institute for the Humanities is collaborating with the Gottlieb Duttweiler Institute in Zurich on this fourth international conference on the comparative, historical and critical analysis of bureaucracy. The topic of this conference is BUREAUCRACY AND CULTURE. The previous conferences, partly in cooperation with the New School for Social Research in New York, attempted to analyse the origin and function of bureaucracy. The relationships between bureaucracy and ideology, bureaucracy and law, and bureaucracy and theory were stressed. The fourth conference is concerned with bureaucracy and culture, the domain of human life which may not yet be totally "bureaucratized". The themes of the conference are open to many scientific, philosophical, psychological and critical perspectives. It is the aim of the conference to focus on hidden categories and reflections of bureaucracy in order to describe and examine the directions in society and culture which may now be ignored or misunderstood.

You may wish to participate in this conference, or you may wish to pass on the information to colleagues at other universities who ought to know about it. The conference will feature plenary sessions, panels on specific topics, and reading of submitted papers. Comparative and interdisciplinary contributions from the arts, humanities and social sciences are particularly welcome.

Suggested Themes

- o State, Bureaucracy and Human "Identity"
- o Historical and Contemporary Examples of Culture as an Expression of the Structure of Dominance (Arts, TV, Education, Sports...)
- o Culture and Mass Society
- o The Cultural Roots of Peace and Aggression
- o Symbols and Metaphors of Bureaucracies — Symbols and Metaphors of Culture
- o The Form and Content of Subversive Culture against Bureaucratic Capitalism

Steering Committee

Dr. Rolf Homann, Gottlieb Duttweiler Institute for Economic and Social Studies, "Green Meadow" Foundation, Ruschlikon/Zurich

Prof. Russell Jacoby, New Jersey

Prof. Wolf-Dieter Narr, Free University of Berlin, West Berlin

Prof. Jerald Zaslove, Institute for the Humanities, Simon Fraser University, Vancouver

Deadline for Papers and/or Resumes April 30, 1985

Papers (4 copies) and inquiries should be addressed to:

Dr. Rolf Homann, Project Manager
Gottlieb Duttweiler Institute
CH-8803 Ruschlikon, Switzerland
Phone: 01 461 37 16 (ask for Dr. Homann or Ms. Moser)

Conference Registration

The conference fee is US \$150.00, including documentation for the conference. North American registrants must submit an *international money order in US funds*.

To register, please send your full name, title, institution/affiliation, complete mailing address, telephone number, and conference fee payment (payable to Gottlieb Duttweiler Institute) to:

Bureaucracy and Culture Conference
Attention: Dr. R. Homann
Gottlieb Duttweiler Institute
CH-8803 Ruschlikon, Switzerland

Hotel Accommodation

A block of rooms for conference registrants has been reserved at the Denman Hotel (Canadian rates — single \$58.00, double \$70.00; all hotel rooms are subject to a 7% room tax). To make your reservations, please call or write the hotel directly, *before August 1, 1985*, and refer to the Bureaucracy and Culture Conference: Denman Hotel, 1733 Comox Street, Vancouver, British Columbia, Canada V6B 1P6; telephone (604) 688-7711.

A second hotel in Vancouver at which conference registrants may wish to reserve accommodation is the Sylvia Hotel (Canadian rates — single \$30.00-48.00; double \$37.00-56.00). Again, please write or call the hotel directly: Sylvia Hotel, 1154 Gifford Street, Vancouver, British Columbia, Canada V6G 2P6; telephone (604) 681-9321.

For information on other hotels in Vancouver, please contact the Bureaucracy and Culture Conference, Continuing Studies, Simon Fraser University, Burnaby, British Columbia, Canada V5A 1S6; telephone (604) 291-4771 or (604) 291-4565.

For Further Information

Contact Gottlieb Duttweiler Institute, CH-8803 Ruschlikon, Switzerland, telephone 01 461 37 16 (ask for Dr. Homann or Ms. Moser).

GROUP ADVISING SESSIONS

APRIL 29 - MAY 3, 1985

All sessions start promptly at times advertised and are approximately 1½ - 2 hours in length.

Sessions are free, pre-registration is not required.

Business Management Career Programs (Cert. & Dip.)	Monday, April 29 10:00 am 2802 Linda
Criminology Cert., Dip., & U.T.	Monday, April 29 2:00 pm 3825 Lorraine
Commerce & Business University Transfer	Tuesday, April 30 5:30 pm 2710 Linda
1st Year Sciences - U.T. Incl. Major & pre-entry requirements	Tuesday, April 30 2:00 pm 2804 Muriel
1st Year Arts - U.T. Incl. Major requirements & B. Social Work	Wednesday, May 1 10:00 am 2804 Muriel
Nursing RN, RPN, LTCA, ACCESS 1 & 2 Emergency & Occupational Health	Wednesday, May 1 2:00 pm 3825 Lorraine
ABE/Grade 12 Completion or Equivalency	Thursday, May 2 10:00 am 3825 Muriel
Social Services CCC, CSSW, ECE, TRT, MR Worker, Homemaker	Friday, May 3 10:00 am 3825 Linda

DOUGLAS COLLEGE ADMINISTRATIVE REVIEW COMMITTEE
 DECISION FOLLOW-THROUGH
 FIRST QUARTERLY REPORT - APRIL, 1985.

RECOMMENDATION NUMBER	SUMMARY INTENT	COMMITMENT/INSTRUCTION	IMPLEMENTED	IN PROCESS/ UNDER REVIEW	NOT IMPLEMENTED TO DATE
1	Upgrading Senior Administration - Professional Development	Annual Review and delineation of P.D. Activities		X	
2	Performance Evaluation Senior Management	Formal performance evaluation will be implemented during the 1985/86 academic year.		X	
3	Creation of Mid-Management Operations Group	Such a structure will be created as soon as its role, structural relationship, and authorities are established clearly enough to identify the means by which decisions can be speeded up and increased in quality, as argued in the analysis. Staff work is now in progress and a report will be made to the Management Committee in January - the intent being to implement immediately.	X		
4	Integration of Mid-Management Operations Group	See #3 Above	X		
5	Establishment of Interlocking Meeting Schedule to Improve Speed of Decision-Making	The intent is accepted.			X (Present Schedule Seems Best After Review)
6	Continue Formalizing and Codifying Policies, Procedures and Regulations	Responsibility for maintenance of updated handbooks will be fixed effective Jan. 1/85. Summary Handbooks will be developed and distributed from time to time.			X

DOUGLAS COLLEGE
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7 & 8	Fixing of responsibility for maintenance of administrative handbook	A responsible office will be named for the maintenance and periodic distribution of changes and additions in policies, procedures and regulations.			
9	Updating of Job Descriptions	Job Descriptions of management personnel will be reviewed and reapproved.		X	X
10	Morale Improvement	All line administrators to be requested to provide "news" information to the College community on significant developments and activities within Departments/Divisions.		X	
11	More personal communication with faculty, support staff, and students, in evening hours	This expectation will be stated in instructions for evening administrators	X		
13	Morale enhancement via informal communication	Deans and Bursar will be requested to devote a planned proportion of their work week to informal visitation, both at the Royal Avenue Site, and in Maple Ridge.	X		
14 & 15	Speed-up and enhancement of decision making	At time of assignment of tasks, more care will be exercised regarding realistic time limits, and the balance between the values of immediate decision making, as opposed to consultative processes.	X		

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 FIRST QUARTERLY REPORT - APRIL, 1985.

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16 & 17		Deans will be requested to carry out an annual review with their Curriculum and Planning Committees of the consistency of Divisional plans with the College Philosophy. The commentary resulting from this review will be presented at a Divisional meeting, annually. The Directors and Chairmen of the educational departments of the College will be consulted re further efforts in this regard.			
18, 19, & 20	More general understanding of budget processes and amounts.	The computerized monthly reports to the college units, which are now functional, will continue. Directors and Chairmen will be requested to provide a budget update to their Departments, as a regular item of the agenda at Department meetings. Copies of working documents will continue to be provided to representatives of the DKFA, the BCGEU, and the Student Society. The Bursar will be requested to publish a summary of the annual expenditure plan in the MAD HATTER following College Board adoption.		X	
21	More adequate cross-college discussion regarding use of capital.	At least one meeting of all mid-managers will be held annually to consider and advise the Deans and the Bursar on College capital needs, within the context of monies available.			X

DOUGLAS COLLEGE
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DOUGLAS COLLEGE ADMINISTRATIVE REVIEW COMMITTEE
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22	To provide discretion- ary authority at the Department level for approval on capital items.	The Purchasing Manager will be instructed to accept the signatures of department heads as authorization for purchase of items approved by the Bursar and Deans	X		
23	Improvement of mid- management performance.	Formal performance evaluation will be implemented during the 1985/86 academic year.			X
24	Improvement of performance	Formal performance evaluation will be implemented during the 1985/86 academic year.			X
25, 26, & 27	Improvement of perfor- mance of Academic Chairmen	Following receipt of advice on this matter from the Academic Division, the further comment of mid-managers from other Divisions will be sought.		X	
28	Confidentiality of Information	This recommendation is accepted. Members of the Review Committee are under a professional obliga- tion not to share or make use of information. The sole copy of information is confidential, in the files of the President.			
29	Enhancement of Depart- mental Operations	Departmental self-evaluation processes will be required, based on a common systematic method- ology, with professional assistance.	X		
30 & 31	To enhance cooperative relationships between Community Programs & Services and other Units of the College.	These matters will be considered by the Deans and Bursar, and an action plan calculated to solve these problems will be imple- mented.		X	

DOUGLAS COLLEGE ADMINISTRATIVE REVIEW COMMITTEE
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32	Enhancement of safety provisions	Appropriate work will be carried out to ensure that the College has an adequate evacuation plan, first aid plan, and facilities that comply with safety requirements.			
33	Swift, satisfactory solution to all complaints regarding temperature, air circulation and lighting	Efforts will continue in this regard.	X	X	
34	To verify, and if necessary enhance, air quality in the Royal Avenue Site.	A study will be commissioned. Findings will be published. Action will be taken, to the degree that the study indicates air quality in the building is below standard.	X		
35	To render the concourse temperature more equitable 12 months of the year.	Maintenance of existing system	X		
36 & 37	Better match of resources and expectations for Registrar's Office	A review of Departmental operations will be carried out, which will establish the adequacy of the present match between expectations and staffing. This will occur as part of the process under Recommendation #29.	X		
38 & 39	Increase in quality and quantity of Professional Development Activities.	Data from this Needs Assessment will be forwarded to the Professional Development Committee. Management will be prepared to mandate attendance, providing the PD Committee concurs.	X		

DOUGLAS COLLEGE
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X (P.D. Committee does not concur.)

DOUGLAS COLLEGE ADMINISTRATIVE REVIEW COMMITTEE
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40	Enhancement of College efficiency and effectiveness through adequate orientation.	A joint College/BCGEU Orientation Committee will be formed, as per the collective agreement.			X
42	Enhanced efficiency and effectiveness of College operations through better orientation of new faculty.	Directors & Chairmen will provide to their Deans a statement of procedures used for orientation of new faculty. The mid-managers will be consulted regarding a possible standard orientation program for new faculty.			X
44	Enhancement and recognition of performance by faculty members.	Following implementation of Recommendations 2 & 23, such a system will be devised and implemented in consultation with the DKFA.			X
45 & 46	Long-term planning for capital investment in office equipment.	The Bursar will be requested to table an office systems development plan with the Management Committee.			X
47 & 48	Provision for systematic advice regarding educational computer systems.	The Manager, Systems & Computing, will be requested to re-establish a standing advisory committee, which will ensure that the College is aware of developmental needs, and appropriate development sequences.	X		
49	Openness of evaluation system for job assessment.	Job classification and description criteria will be made available upon request to any college employee.	X		
50 & 51	Openness and appropriateness of job descriptions and expectations.	Personnel Department will be requested to ensure that job descriptions in the College will be updated, in consultation with administrators responsible for each Department, and opportunity for comment by the employees involved.			X

DOUGLAS COLLEGE ADMINISTRATIVE REVIEW COMMITTEE
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52	Clarification of Authority vis a vis Auxiliary Staff	Line managers will be consulted on this issue, and clear guidelines will be established.		X	
53	Respect for Collective Agreement	The College administration will continue to adhere to Collective Agreement, and will rectify breaches of the Agreement when brought to its attention, either informally, or through the grievance process.	X		
54	Recognition of outstanding contributions by support staff	Ways and means of identifying and rewarding outstanding contributions and achievements to the College from staff will be identified and implemented.			X
55	Enhancement of College services and decision-making through fuller involvement of staff.	These matters have been drawn to the attention of management personnel, and will be the subject of one or more educational events involving all management personnel during the spring of 1985.			X
56	Better morale through mutual respect.	Following activities described in #55, faculty members will be involved.			X
57	Faculty stimulation/professional development	Current practise will continue.	X		
58	Integration of Contract faculty.	See Recommendations 40 - 42.			X

DOUGLAS COLLEGE
 ARCHIVES

DOUGLAS COLLEGE ADMINISTRATIVE REVIEW COMMITTEE
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RECOMMENDATION NUMBER	SUMMARY INTENT	COMMITMENT/INSTRUCTION	IMPLEMENTED	IN PROCESS/ UNDER REVIEW	NOT IMPLEMENTED TO DATE
60	Redress of apparent imbalance of resources re Community Programs & Services Division	Close attention will be paid to providing a more adequate level of information and two-way communications regarding the Community Programs & Services Division	X		
61	Adherence to policy by senior management	Mid-managers will be consulted regarding examples of violation of policy. Changes will be implemented forthwith.		X	
62	Fair allocation of resources of coordination/development	There will be a review of the existing policy regarding time assignments, and the establishment of coordinator/convenor positions, and the application of these policies. Variations from policy will be eliminated, should they exist. Should policy prove to be unclear in intent, or not feasible, administratively, it will be changed.			X
63	Equitable distribution of supervisory resources in the Educational and Student Services Division.	The matter will be drawn to the attention of the Divisional administrators for analysis and recommendation. Redistribution of administrative assignments can be considered and accomplished. Additional administrative positions will not be created.		X	
64 & 65	Better distribution of institutional resources re physical plant.	A review of structure and staffing of the Facilities Services Department will be made over the next 12 months.	X		

DOUGLAS COLLEGE ADMINISTRATIVE REVIEW COMMITTEE
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RECOMMENDATION NUMBER	SUMMARY INTENT	COMMITMENT/INSTRUCTION	IMPLEMENTED	IN PROCESS/ UNDER REVIEW	NOT IMPLEMENTED TO DATE
69	Clarification of role and function of Community Resource Development Officer	More adequate public description and explanation of the role, communications lines, and authorities of the Community Resource Development Officer will be made.			X
70, 71 & 72	Provision of more adequate control of College curriculum	This area of concern will be drawn to the attention of the College Governance Review Committee		X	
73	More adequate levels of services to students	Items if specific concern will be examined by the Educational & Student Services Division, in order to identify ways in which student orientation to the College might be improved. The Student Society will be invited to offer comment an advice regarding current shortcomings.			X
74	More adequate communication with, and advice from, the student body on college affairs	The President will invite representation from the Student Society, The Other Press, and the College Information Office on this matter.			X
75	More adequate evening services	Present processes of review will be maintained.	X		
78	Speedy, uncrowded registration processes.	Present registration procedures will be reviewed, with an eye to implementation of and advance registration process, should this be possible within present budget restrictions.		X	

DOUGLAS COLLEGE
 ARCHIVES



Ministry of Education

34 -85

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VICTORIA--Education Minister Jack Heinrich today announced a \$5.8 million fund to finance college and institute projects which contribute to economic development in their areas.

The fund represents close to half of the education ministry's \$12.6 million colleges and institutes adjustment program announced in the recent budget.

Heinrich said the funding is designed to encourage colleges and institutes to develop innovative and imaginative training programs.

"There's a tremendous wealth of talent and potential within our network of colleges and institutes," Heinrich said.

"I intend to tap that reservoir of expertise in determining how to allocate this \$5.8 million."

The funding total was announced by the Minister in a breakdown of the \$12.6 million adjustment program.

Heinrich said \$1.4 million will be earmarked for grants to help operations of satellite centres in interior colleges, \$3 million will go to help develop new, high-priority programs and to buy equipment to improve productivity, and \$2.4 million will be set aside to help maintain levels of service at the colleges and institutes.

The Minister said the door is wide open for institutes in terms of the kinds of projects which might qualify under the \$5.8 million fund.

"Our aim is to encourage creative development programs that will allow colleges and institutes to build on their particular strengths and expertise, matching them with the needs of local industry and business," the Minister said.

Examples could include projects that could provide specialized service training to resource industries, projects that help in the transfer of skills and technology to the business community or projects that could help improve production of goods and services.

Heinrich said it is anticipated some of the projects could involve other provincial ministries and have federal involvement through agencies such as Canada Employment and Immigration.

The Minister added he also wants to see proposals that entail the involvement of municipal governments and the province's small business sector and entrepreneurs.

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Victoria, B.C.
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Telephone: (604) 387-4611

Women and Words les femmes et les mots

PLEASE POST

April 11, 1985

JOB S JOB S JOB S JOB S JOB S JOB S JOB S

The West Coast Women and Words Society has two positions available: a SENIOR RESEARCHER and a PROJECT COORDINATOR for its Centennial project, "Women's Voices: A Vancouver Mosaic".

These positions will be paid on a fee for service basis. Applicants should have an interest in women's issues, a strong commitment to "Women's Voices" and must be a Women and Words member if hired.

"Women's Voices" will collect and animate material which illuminates the role and experience of women in Vancouver's history. Research material will be compiled from diverse sources: journals of Vancouver women, past and present; recollections of older women; records of native women's lives; letters; interviews and other records of the lives of women who have immigrated to this area during the last century. A playwright will give the collected material dramatic form, which will be brought to the stage by a producer and director. "Women's Voices" will be performed in late May and early June, 1986.

POSITION: SENIOR RESEARCHER

PERIOD: May 1985 - September 1985 (flexible time schedule, varying from full-time to half-time as needed)

FEE: \$3,600

DUTIES: Design and coordinate a research plan. Conduct research by interviewing, library and archival research. Transcribe tapes, catalogue and collate material. Liaise with project coordinator, volunteers and advisory committee. Write and present reports. (Duties will vary depending upon whether research assistants can be hired).

QUALIFICATIONS DESIRED: Ability to conceptualize research plan, conduct research, catalogue and collate material. Must have experience as an interviewer, demonstrating an ability to establish a rapport with interview subjects. Knowledge of archival research and ethnic women's organizations is also essential.

* * * * *

POSITION: PROJECT COORDINATOR

PERIOD: May 1985 - June 1986 (flexible time schedule, varying from full-time to half-time as needed)

FEE: \$8,800

DUTIES: Organize and administer all phases of the Women's Voices project, from research to performance stages. Liaise with senior researcher, volunteers, project workers, theatre production group and the advisory committee. Establish long and short-term goals. Responsible for budgeting and accounting of project funds. Recruit and coordinate volunteers.

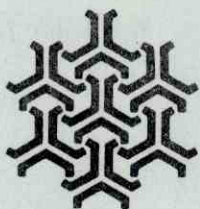
QUALIFICATIONS DESIRED: Administrative and organizing skills. Ability to establish priorities. Knowledge of and interest in theatre production. Ability to coordinate and direct a multi-faceted project in consultation with senior researcher and advisory committee.

* * * * *

DEADLINE FOR APPLICATIONS: April 30, 1985

Send to - Women and Words
#210 - 640 W. Broadway
Vancouver, B.C.
V5Z 1G4
(604) 872-8014

Shortlisted candidates will be interviewed May 5 & 6. Positions will start May 13, 1985.



INNOVATION ABSTRACTS

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THIRTY-ONE IDEAS FOR INITIATING INTERNATIONAL WORK

1. **Maintain your own personal network** of overseas contact people. Stay in touch by letter or at times by phone. Work through these people contacts.
2. **Join the international division** of a professional organization to which you now belong (e.g., PODCAN, AERA, ASTD, or AECT international divisions).
3. **Scan journals** for expressed and latent needs for overseas work.
4. **Be aware of local proposals** with international potential, and volunteer to assist.
5. **Write a paper for an international conference.** Deliver it in person.
6. **Search out the international programs office** on your own campus. Explain your interest to the Director. Provide background information for their files.
7. **Send an application and/or a resumé** to international organizations (e.g., FAD, UNESCO, USAID).
8. **Meet with counterparts in international organizations.** Find a person who does the sort of work you do, and exchange war stories. Express availability to help solve some pressing problem *now*.
9. **Work through international students** (and former students) for contacts.
10. **Join associations with international purposes** (e.g., Association internationale de pedagogie universitaire, Society for Intercultural Education, Training and Research, World Future Society, etc.)
11. **Become well known** as a source of help. There is no substitute for recognized expertise.
12. **Apply for international scholar programs** through sponsoring organizations (e.g., NATO Scientific Affairs Division, Fulbright Scholars Program).
13. **Exchange jobs with a colleague.** In many cases, an exchange of homes will allow you to handle the trade financially. Organizations promoting this type of arrangement are the Faculty Exchange Center (Lancaster, Pennsylvania) and the National Student Exchange Program (Washington, D.C.), which is now branching into faculty exchanges.
14. **Do volunteer work overseas.** Numerous programs are looking for people willing to work overseas on a long-term or short-term basis. Depending upon the assignment, you may need to finance part of the travel expense.
15. **Select thesis or research topics** with international implications.
16. **Work for an institution** with international ties. Among colleges and universities, for example, the level of international activity going on or encouraged presently varies considerably.
17. **Establish an institute or workshop program** which will attract international people, and then set up contacts (or contracts) for future work.
18. **Work out an exchange visit**, probably short-term, with a counterpart abroad. Finance it creatively, gaining organizational support for your effort.
19. **Give a joint presentation** with a colleague from abroad.
20. **Coauthor an article** with an international colleague. Explore opportunities for publishing it, with modifications, in journals in more than one language.

DOUGLAS COLLEGE
ARCHIVES



21. **Join the CIA, KGB** (or both) or similar organization. You'll go far. Then quit when overseas.
22. **Identify individuals or institutions** who are now involved internationally. See how they did it and imitate. Become associated with them. (Consider the remora fish paradigm for symbiotically associating with SHARKS.)
23. **Link up with available seed money** sources which actively promote international work. For example, the Title XII program, BIFAD, earmarks funds for program development specifically for U.S. land grant colleges to assist food and nutrition progress in Third World countries.
24. **Use networking** to reach overseas contacts. Important leads can be found often through referrals from colleagues. It is widely held that with three phone calls (at the most, five), an individual can reach anyone else in the world. One person, experimenting with the concept, reached Queen Elizabeth in five calls.
25. **Use contacts through relatives.** If Uncle Harry has an international contract, go to work for Uncle Harry.
26. **Learn a foreign language** or polish up the one you studied back in high school. The effort involved will make certain that you go to the country where it can be used. The cultural insights alone will make the effort pay off.
27. **Review literature from overseas in a professional journal.** For example, the *Educational Communication and Technology Journal* (AECT's research journal) now has a section reviewing related international periodicals.
28. **Respond to inquiries** about your program from overseas. Take the extra effort to maintain a mailing list, and keep people informed via newsletters and the like.
29. **Combine pleasure travel with work opportunities.** For example, if you vacation in Mexico, stop by the local university and meet colleagues.
30. **Work through church groups and service organizations.** Make certain your motives are somewhere close to those of the sponsoring organization.
31. **Expect serendipity.** Amazing things happen linking one contact to another. There are many opportunities which you make and which just come along. Have a suitcase packed. BON VOYAGE and BONNE CHANCE.

J. Nick Eastmond
Utah State University

For further information, contact the author at Utah State University, Department of Instructional Technology, College of Education, UMC 30, Logan, Utah 84322.

Suanne D. Roueche, Editor
March 22, 1985, Vol VII, No. 9

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